

Canadian National Heritage Digitization Strategy Steering Committee

Minutes

Monday, October 23, 2017, 12:00–1:00 p.m. Eastern Time

Chair: Guy Berthiaume (for Sandra Singh)

Present

David Alexander, Royal British Columbia Museum (for Angela Williams)

Jonathan Bengtson, Canadiana.org

Guy Berthiaume, Library and Archives Canada

Ern Bieman, Canadian Heritage Information Network

Paul Durand, Canadian Museum of History

Geoffrey Harder, University of Alberta

Gilles Lesage, Société historique de Saint-Boniface

Loryl MacDonald, University of Toronto Libraries

Andrea Mills, Internet Archive

Michael Moosberger, Dalhousie University

Kathryn Ruddock, University of Calgary

Mary Rae Shantz, Toronto Public Library

Regrets

Clare Appavoo, Canadian Research Knowledge Network

Donna Bourne-Tyson, Canadian Association of Research Libraries (CARL)

Loubna Ghaoui, Bibliothèque de l'Université Laval

Heather Menzies, The Writers' Union of Canada

Kathleen O'Connell, National Research Council Canada

Sandra Singh, Vancouver Public Library

Carole Urbain, Association pour l'avancement des sciences et des techniques de la documentation (ASTED)

Martha Whitehead, Queen's University

Angela Williams, Royal British Columbia Museum

Secretariat

Caitlin Horrall, Library and Archives Canada

1.0 AGENDA AND MINUTES (Chair)

G. Berthiaume said he was asked by S. Singh to assume the duties for the Chair for this meeting given that S. Singh could not attend.

The Chair presented the agenda and asked for any additions. There were none.

The Chair then presented the minutes of the September 25th meeting and asked for any comments. There were none, so he asked for a motion to adopt the minutes.

Moved by E. Bieman. Seconded by D. Alexander.

That the minutes from the September 25, 2017, meeting be approved.

CARRIED UNANIMOUSLY

2.0 TERMS OF REFERENCE (Chair)

The Chair said the terms of reference had been revised and shared. He summarized the changes saying the revisions: make the chair renewable for a second one-year term; ensure meetings happen at least every 2 months; state that committee members can participate in their official language of choice and committee members will support both languages as much as possible; state that any travel costs are incurred by committee members; and standardize the language and format of documents.

He asked for any comments. There were none, so he asked for a motion to adopt the minutes as amended.

Moved by G. Harder. Seconded by D. Alexander.

That the terms of reference be approved with noted amendments.

CARRIED UNANIMOUSLY

3.0 NEWSPAPER PROJECT UPDATE (Secretariat)

The Secretariat provided an update on the newspaper pilot project. She said the project has unfolded in two phases. The first phase was a consultation with organizations across Canada with a lot of experience in digitization. The second phase was the digitization of Indigenous language newspapers. The digitization is in progress and expected to be completed in the spring. The Secretariat said an interim report had been drafted and circulated to members. She asked if there were any objections to posting the report on the website, given she had received several questions from the public about this project. The committee agreed it would be a good idea.

ACTION:

- *Secretariat to post report on website.*

4.0 ACTION ITEMS FROM LAST CALL AND LATEST UPDATES (All)

The Secretariat went over action items from the last call of the committee. She said a host for the NHDS website had been identified and the website would be set up before the next committee meeting. She also reported that she had looked over the survey needs of the working groups and she recommended they do several smaller surveys, rather than one large one. The committee agreed that made sense. One member said it would be good to coordinate the timing of the surveys. The Secretariat agreed and invited members to send her their survey needs and she could help coordinate their distribution.

P. Durand mentioned he did not get any comments on his training email, and that he would decide with his working group how to move forward. He also the working group on file formats was waiting for responses from some audio-visual digitization experts before moving forward, but that he expects the responses soon.

The Chair noted that the NHDS had received a donation from the HBC Foundation to digitize the fonds of the Hudson's Bay Company at the Archives of Manitoba. He also said meetings with other potential funders continue. He said the committee could discuss how to distribute the money during the Vancouver meeting.

M. Shantz said she had uploaded her working group's evaluation document to the Google space. The document analyzes the evaluation matrices of national and international projects. She suggested the committee review the document and possibly use the information to guide a future logic model. She also said Europeana had recently released an evaluation tool that could serve as an example for the NHDS.

The secretariat also mentioned the content strategy had been updated and the link would be shared.

ACTION:

- *Secretariat to send out link to evaluation document and updated content strategy.*

5.0 FURTHER BUSINESS (All)

The Secretariat reminded the group that the in-person meeting in Vancouver would be held November 21st from 10 am to 5 pm pacific time. She asked that members let her know if they planned to attend in person or by phone.

ACTION:

- *Members to send message to Secretariat to confirm whether November meeting will be attended in person or by phone.*

ADJOURNMENT (Chair)

The Chair thanked the committee. The meeting adjourned at 12:25 p.m. Eastern Time.